



<b>Job Title</b>	<b>Legal Administrator</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>MGR</b>	<b>Probationary Period</b>	<b>At-Will</b>
<b>Zone</b>	<b>4</b>	<b>Job Code</b>	<b>17625</b>

### Class Specification – Legal Administrator

#### Summary Statement:

The purpose of this position is to supervise and coordinate administrative activities and operations within the City Attorney's Office. This is accomplished by supervision of support staff; planning, prioritizing, assigning, reviewing, and participating in the work of the clerical staff; and establishing schedules and methods to provide assigned service. Other duties include serving as the Human Resources Contact (HRC); IT Department contact; eDiscovery program support; Electronic Document Management System (EDMS)/Case Management System (EMS) contact and trainer; prepare and manage outside counsel retention agreements; ; manage billing for the City Attorney's Office; assist with office budget; compliance with external databases access requirements; special projects and administer online legal research contracts.

#### Essential Functions

Note: Regular and predictable attendance is an essential function in the performance of this job.

#### Time % (All below must add to 100%)

Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.

40%

Supports staff by supervising Legal Secretaries, Senior Office Specialist, and Administrative Technicians at various locations; and working with staff and attorneys to plan, prioritize, and assign tasks.

15%

Provides support for office hiring, to include drafting position requisition forms, job bulletins, reviewing applications for compliance with bulletin requirements, and onboarding of new employees.

10%

Performs general IT support by evaluating the office IT needs for printers, scanners, computers, and software; and providing end user IT response for minor computer issues. Assists with the City Attorney's Office eDiscovery program and coordination of activities between the City Attorney's Office, IT, Outside Counsel, and vendors.

10%

Prepares retention agreements and expert agreements by interacting with outside counsel in order to gather information necessary to draft retention agreements and expert agreements; oversees and directs payment process; works with City and



<b>Job Title</b>	<b>Legal Administrator</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>MGR</b>	<b>Probationary Period</b>	<b>At-Will</b>
<b>Zone</b>	<b>4</b>	<b>Job Code</b>	<b>17625</b>

	Utilities to ensure payments are processed in a timely manner; and works with City Attorneys to decrease outside counsel costs.
10%	Performs budget analysis by analyzing and preparing a draft of the department's yearly budget. Advises and discusses any expense items or other issues that impacts the annual budget with the City Attorney. Processes invoices for payment.
5%	Advises the City Attorney of issues which may affect the Office's ability to perform administrative activities and provide quality services; completes investigations and analyses of options to limit the impact on the annual budget.
5%	Assists in the development of department policies and procedures by working with the City Attorney and office management to draft and implement policies and goals which support the City Attorney's Office objectives; hiring, training, and motivating staff; reassigning office duties during staffing shortages; and responding to public inquiries.
5%	Assists with and monitors compliance for vendor contracts and external database access. Assists with special projects. Manages personnel access to online legal research applications.

### **Competencies Required:**

**Human Collaboration Skills:** Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.

**Reading:** Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Math:** Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.



<b>Job Title</b>	<b>Legal Administrator</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>MGR</b>	<b>Probationary Period</b>	<b>At-Will</b>
<b>Zone</b>	<b>4</b>	<b>Job Code</b>	<b>17625</b>

Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

#### **Technical Skills Required:**

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in business administration, business management, human resources, public administration or a related field.

Experience: Five years of full-time responsible administrative, analytical, budgetary experience in a legal office including one year of administrative and lead supervisory experience.

#### **Education and Experience Equivalency:**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

#### **Supervision Exercised:**

Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work



<b>Job Title</b>	<b>Legal Administrator</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>MGR</b>	<b>Probationary Period</b>	<b>At-Will</b>
<b>Zone</b>	<b>4</b>	<b>Job Code</b>	<b>17625</b>

objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

**Supervision Received:**

Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

**Fiscal Responsibility:**

This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).

**Physical Demands:**

Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

**Machines, Tools, Equipment, and Work Aids:** Printer, scanner, copier, fax, telephone, headset, 10 key calculator, digital recorder, vehicle, and computer.



Job Title	Legal Administrator	FLSA Status	Exempt
Band	MGR	Probationary Period	At-Will
Zone	4	Job Code	17625

**Specialized Computer Equipment and Software:** Microsoft Office, Adobe Acrobat, City Web Tool, Sharepoint, LERMS, JIS, Colorado State Records Application, Legal Files Case Management System, Microsoft eDiscovery Tool, PeopleSoft HR, and Finance Modules.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original date: October 2014